

Accounting I Syllabus

Plateau Valley High School

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Objective of this course:

You will be introduced to the double-entry system of accounting for a sole proprietorship business.

- You will develop personal and professional skills for school and work.
- You will experience the relationship between manual system of accounting and a computerized system.

Classroom Guidelines:

Do not cause problems! If you do fix it, if you don't I will do something

Classroom Expectations:

Work Ethic:

Not causing problems, staying focused, and setting goals 5 points a week
Points are lost when negative behaviors have to be redirected by instructor.

See types of assignments

Go Edu Star Grade Book:

I will work hard to get your grades in the computer as promptly as possible. If you are missing work, have to re-do or fix an assignment, or absent or choose not to turn the work in for any reason, then; I use a few codes to remind myself and you what happened. Always take a moment to ask me if you are uncertain.

Make up/ill = excused absences

IC = Incomplete, this means you have a change to fix this problem before your receive a poor grade.

"L" Late = here or had plenty of time to complete 10% grade reduction. This can be implemented if you have had the time to make up your work for an excused absence or are falling behind on a larger project.

Fix /redo= find your work and fix it, before it becomes an unacceptable grade. Four days to fix or redo before the grade is final.

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Assignment Flow:

This is a general flow of the type of work that occurs during our semester together.

1. You and the World of Accounting
2. The World of Business and Accounting
3. Business Transactions and the Accounting Equation
4. Transactions that Affect Assets, Liabilities, and Owner's Equity
5. Transactions that Affect Revenue, Expenses, and Withdrawals
6. Recording Transaction in a General Journal
7. Posting Journal Entries to General Ledger Accounts

Mini Set Practice Set 1: Canyon.com Web sites

8. The Six-Column Work Sheet
9. Financial Statements for a Sole Proprietorship
10. Completing the Accounting Cycle for Sole Proprietorship
11. Cash Control and Banking Activities

Mini Set Practice Set 2: Fast Track Tutoring Service

FINAL: Business Simulation: Adventure Travels

Types of Assignments that are graded and Assessments:

I think of you as an independent contractor and it is your job to make the most of your education.

Think of your grades like by being paid with points, you earn your point by completing:

- Web Quest Internet Projects
- Math Skills Practice
- Accounting Problems
- Discussions
- Quizzes
- Winning Competitive Events
- A Matter of Ethics
- Case Studies
- Mini Set Practices
- Three Assessments

Resources:

- Glencoe Accounting, First-Year Course Textbook
- Pencil, pen, ruler and hand held calculator
- Microsoft Excel

Online Resources:

- Google spreadsheets (Gmail account needed)
- Wiki Spaces